

**ZB# 06-10**

**Neil Schlesinger**

**57-1-2.7**

ZONING BOARD OF APPEALS  
TOWN OF NEW WINDSOR  
555 UNION AVENUE  
NEW WINDSOR, N.Y. 12553

*Granted - April 10, 2006*

06-10

Neil Schlesinger - Area  
420 Station Rd. 57-1-2

P.O. # 44336 24th

 UNIVERSAL™

NEW WINDSOR ZONING BOARD OF APPEALS

SBL: 57-1-2.7

In the Matter of the Application of

NEIL SCHLESINGER

MEMORANDUM OF  
DECISION GRANTING

AREA

CASE #(06-10)

**WHEREAS, Neil Schlesinger**, owner(s) of 57-1-2.7 on Station Road, New Windsor, New York, 12553, has made application before the Zoning Board of Appeals for a/an Request for 3,770 sq. ft. Minimum Lot Area for single family home on Station Road in an R-1 Zone (57-1-2.7)

**WHEREAS**, a public hearing was held on APRIL 10, 2006 before the Zoning Board of Appeals at the Town Hall, New Windsor, New York; and

**WHEREAS**, the Applicant appeared on behalf of this Application; and

**WHEREAS**, there were no spectators appearing at the public hearing; and

**WHEREAS**, no one spoke in favor of or in opposition to the Application; and

**WHEREAS**, a decision was made by the Zoning Board of Appeals on the date of the public hearing granting the application; and

**WHEREAS**, the Zoning Board of Appeals of the Town of New Windsor sets forth the following findings in this matter here memorialized in furtherance of its previously made decision in this matter:

1. The notice of public hearing was duly sent to residents and businesses as prescribed by law and published in The Official Town Newspaper, also as required by law.
2. The Evidence presented by the Applicant showed that:
  - (a) The property is a residential property located in a neighborhood of residential properties in an R-1 zone.
  - (b) The applicant proposes to construct a one-family house on the existing parcel for which an area variance is sought.
  - (c) The proposed structure will be configured on the property so that it is in accordance with the town law requirements with respect to setbacks and location.

- (d) In constructing the structure, the applicant will not remove any trees or substantial vegetation.
- (e) In building the structure, the applicant will not build on top of nor will it interfere with any easements or rights-of-way including, but not limited to, water, sewer and electrical easements
- (f) In building the structure the applicant will not create the ponding or collection of water or divert the flow of water drainage.
- (g) The existing property will provide a buffer of trees between it and its neighboring property of approximately twenty feet.
- (h) The boundary lines of the property are marked by stone walls which the applicant proposes to retain.
- (i) The applicant seeks a lot area variance of approximately 5%.

**WHEREAS,** The Zoning Board of Appeals of the Town of New Windsor makes the following conclusions of law here memorialized in furtherance of its previously made decision in this matter:

1. The requested variance(s) will not produce an undesirable change in the character of the neighborhood or create a detriment to nearby properties.
2. There is no other feasible method available to the Applicant that can produce the benefits sought.
3. The variance(s) requested is/are substantial in relation to the Town regulations but, nevertheless, are warranted.
4. The requested variance(s) will not have an adverse effect or impact on the physical or environmental conditions in the neighborhood or zoning district.
5. The difficulty the Applicant faces in conforming to the bulk regulations is/are self-created but, nevertheless, should be allowed.
6. The benefit to the Applicant, if the requested variance(s) is/are granted, outweighs the detriment to the health, safety and welfare of the neighborhood or community.
7. The requested variance(s) are/is appropriate and are/is the minimum variance(s) necessary and adequate to allow the Applicant relief from the requirements of the Zoning Local Law

and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

8. The interests of justice will be served by allowing the granting of the requested area variance(s).

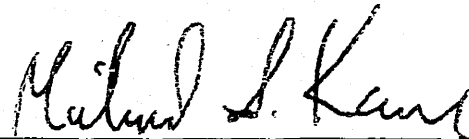
**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Zoning Board of Appeals of the Town of New Windsor GRANT a request for a Request for 3,770 sq. ft. Minimum Lot Area for single family home on Station Road in an R-1 Zone (57-1-2.7) as sought by the Applicant in accordance with plans filed with the Building Inspector and presented at the public hearing.

**BE IT FURTHER**

**RESOLVED**, that the Secretary of the Zoning Board of Appeals of the Town of New Windsor transmit a copy of this decision to the Town Clerk, Town Planning Board and/or Building Inspector and Applicant.

Dated: April 10, 2006

A handwritten signature in black ink, appearing to read "Michael S. Kaur", is written over a horizontal line.

Chairman

**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS  
OFFICE  
845-563-4615**

**MEMORANDUM**

**TO: LARRY REIS, COMPTROLLER**  
**FROM: MYRA MASON, SECRETARY TO THE ZONING BOARD**  
**DATE: MAY 31. 2006**  
**SUBJECT: ESCROW REFUND**

**PLEASE ISSUE A CHECK IN THE AMOUNT OF \$ 165.10 TO CLOSE OUT  
ESCROW FOR:**

**ZBA FILE #06-10**

**NAME & ADDRESS:**

**Neil Schlesinger  
420 Station Road  
Rock Tavern, NY 12575**

**THANK YOU,**

**MYRA**

*Li*  
*6/31/06*

**L.R.05-31-06**

**OFFICE OF THE BUILDING INSPECTOR  
TOWN OF NEW WINDSOR  
ORANGE COUNTY, NEW YORK**

**NOTICE OF DISAPPROVAL OF BUILDING PERMIT APPLICATION**

DATE: 2/8/06

APPLICANT: Neil Schlesinger  
420 Station Road  
Rock Tavern, NY 12575

PLEASE TAKE NOTICE THAT YOUR APPLICATION DATE: 2/8/06

FOR : Neil Schlesinger

LOCATED AT: Station Road

ZONE: R-1     Sec/Blk/ Lot: 57-1-2.7

DESCRIPTION OF EXISTING SITE: Vacant land

IS DISAPPROVED ON THE FOLLOWING GROUNDS:

1. R-1 zone minimum lot area requires 80,000sqft. The lot in question has 76,230sqft. A variance of 3,770sqft is requested.

**COPY**

  
**BUILDING INSPECTOR**



PERMITTED	PROPOSED OR AVAILABLE:	VARIANCE REQUEST:
ZONE: R-1      USE: One Family		
MIN LOT AREA:      80,000sqft	76,230sqft	3,770sqft
MIN LOT WIDTH:		
REQ'D FRONT YD:		
REQ'D SIDE YD:		
REQ'D TOTAL SIDE TD:		
REQ'D REAR YD:		
REQ'D FRONTAGE:		
MAX BLDG HT:		
FLOOR AREA RATIO:		
MIN LIVABLE AREA:		
DEV COVERAGE:		

cc: Z.B.A., APPLICANT, FILE, W/ ATTACHED MAP

PLEASE ALLOW FIVE TO TEN DAYS TO PROCESS  
IMPORTANT  
YOU MUST CALL FOR ALL REQUIRED INSPECTIONS OF CONSTRUCTION

Other inspections will be made in most cases but those listed below must be made or Certificate of Occupancy may be withheld. Do not mistake an unscheduled inspection for one of those listed below. Unless an inspection report is left on the job indicating approval of one of these inspections it has not been approved and it is improper to continue beyond that point in the work. Any disapproved work must be reinspected after correction.

1. When excavating is complete and footing forms are in place (before pouring.)
2. Foundation inspection. Check here for waterproofing and footing drains.
3. Inspect gravel base under concrete floors and under slab plumbing.
4. When framing, rough plumbing, rough electric and before being covered.
5. Insulation.
6. Final inspection for Certificate of Occupancy. Have on hand electrical inspection data and final certified plot plan. Building is to be completed at this time. Well water test required and engineer's certification letter for septic system required.
7. Driveway inspection must meet approval of Town Highway Superintendent. A driveway bond may be required.
8. \$50.00 charge for any site that calls for the inspection twice.
9. Call 24 hours in advance, with permit number, to schedule inspection.
10. There will be no inspections unless yellow permit card is posted.
11. Sewer permits must be obtained along with building permits for new houses.
12. Septic permit must be submitted with engineer's drawing and percolation test.
13. Road opening permits must be obtained from Town Clerk's office.
14. All building permits will need a Certificate of Occupancy or a Certificate of Compliance and there is no fee for this.

FEB 08 2006

FOR OFFICE USE ONLY:  
Building Permit # 87

**AFFIDAVIT OF OWNERSHIP AND/OR CONTRACTOR'S COMP & LIABILITY INSURANCE CERTIFICATE IS  
REQUIRED BEFORE THE BUILDING PERMIT APPLICATION WILL BE ACCEPTED AND/OR ISSUED**

PLEASE PRINT CLEARLY - FILL OUT ALL INFORMATION WHICH APPLIES TO YOU

Owner of Premises NEIL Schlesinger

Address 420 STATION RD Phone # 914 582 1144

Mailing Address same Fax # \_\_\_\_\_

Name of Architect \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Co \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

State whether applicant is owner, lessee, agent, architect, engineer or builder owner

If applicant is a corporation, signature of duly authorized officer \_\_\_\_\_

(Name and title of corporate officer)

1. On what street is property located? On the W side of STATION Rd  
and 1 mile (N, S, E or W) feet from the intersection of S STATION Rd + 207
2. Zone or use district in which premises are situated \_\_\_\_\_ Is property a flood zone? Y \_\_\_\_\_ N ☒
3. Tax Map Description: Section 57 Block 1 Lot 2.7
4. State existing use and occupancy of premises and intended use and occupancy of proposed construction.
- a. Existing use and occupancy Vacant b. Intended use and occupancy dwelling 1 Fam
5. Nature of work (check if applicable) ☒ New Bldg. ☐ Addition ☐ Alteration ☐ Repair ☐ Removal ☐ Demolition ☐ Other
6. Is this a corner lot? No
7. Dimensions of entire new construction. Front 60 Rear \_\_\_\_\_ Depth 40 Height \_\_\_\_\_ No. of stories 1
8. If dwelling, number of dwelling units: 1 Number of dwelling units on each floor 1
- Number of bedrooms 2 Baths 2 Toilets \_\_\_\_\_ Heating Plant: Gas \_\_\_\_\_ Oil ☒  
Electric/Hot Air \_\_\_\_\_ Hot Water \_\_\_\_\_ If Garage, number of cars 2
9. If business, commercial or mixed occupancy, specify nature and extent of each type of use \_\_\_\_\_

**ZONING BOARD**

10. Estimated cost 150,000

Fee

\$50.00

Chk  
9292

**PAID**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
date

APPLICATION FOR BUILDING PERMIT  
TOWN OF NEW WINDSOR, ORANGE COUNTY, NEW YORK  
Pursuant to New York State Building Code and Town Ordinances

Building Inspector: Michael L. Babcock  
Asst. Inspectors: Frank Liel & Louis Krychew  
New Windsor Town Hall  
555 Union Avenue  
New Windsor, New York 12553  
(845) 563-4618  
(845) 563-4895 FAX

Bldg Insp Examined \_\_\_\_\_  
Fire Insp Examined \_\_\_\_\_  
Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_  
Permit No. \_\_\_\_\_

INSTRUCTIONS

- A. This application must be completely filled in by typewriter or in ink and submitted to the Building Inspector.
- B. Plot plan showing location of lot and buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram, which is part of this application.
- C. This application must be accompanied by two complete sets of plans showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical and plumbing installations.
- D. The work covered by this application may not be commenced before the issuance of a Building Permit.
- E. Upon approval of this application, the Building Inspector will issue a Building Permit to the applicant together with approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises, available for inspection throughout the progress of the work.
- F. No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Inspector.

APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the New York Building Construction Code Ordinances of the Town of New Windsor for the construction of buildings, additions, or alterations, or for removal or demolition or use of property as herein described. The applicant agrees to comply with all applicable laws, ordinances, regulations and certifies that he is the owner or agent of all that certain lot, piece or parcel of land and/or building described in this application and if not the owner, that he has been duly and properly authorized to make this application and to assume responsibility for the owner in connection with this application.

(Signature of Applicant)

(Address of Applicant)

420 STATE RD Rock Tavern, NY 12575  
Same

## PLOT PLAN

NOTE:

Locate all buildings and indicate all set back dimensions. Applicant must indicate the building line or lines clearly and distinctly on the drawings.

N

LOT = 76,230  
- 3,770

533.85

160.80

Proposed Dwelling

STATION RD

E

S

W

~~76,230~~  
~~8,121~~  
~~92,400~~  
 49,560  
 1.75  
 76,230  
 80,000  
 - 3,770

IRON PIN (SET)

LIBER 1858 PAGE 432

IRON PIN (SET)

IRON PIN  
(SET)

15E21 PIN 15E21

IRON PIN (SET)


DAVID J. & DORC  
BOWMAN

BOWMAN  
LITER. 1635 PAGE 85  
LITER 1837 PAGE 6  
WIRE FENCE \*

N 78° 46' 43" W 351.

2-STY. APT.

*SHE-D*



2-STORY HOUSE

~~BARN~~ ~~GARAGE~~

25' WIDE RIGHT-OF-WAY

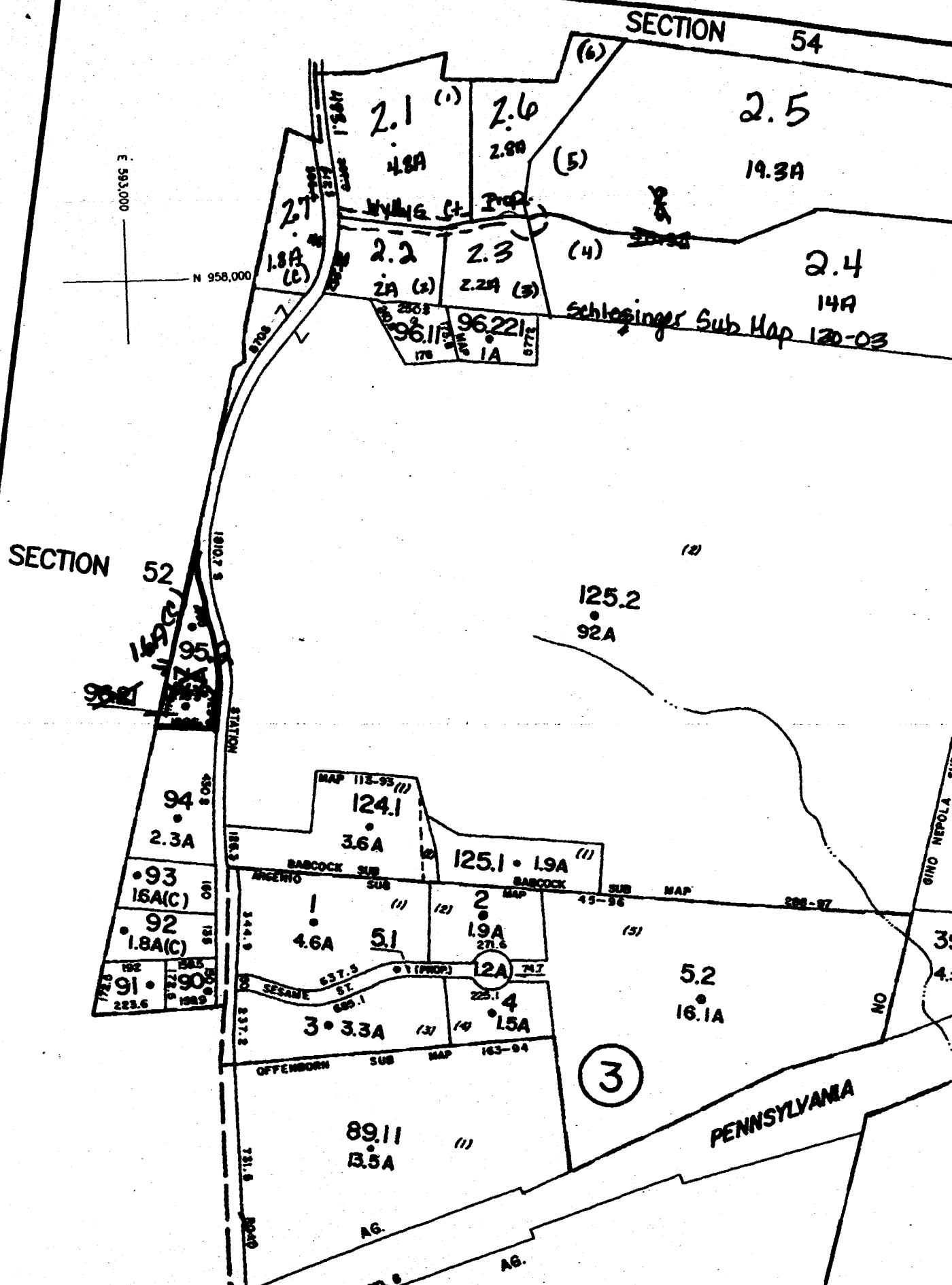
S 56° 28' 10" E 26.13  
IRON PINS (FOUND)

IRON PIN (FOUND)

PAUL R. BABCOCK  
GRAND OF  
4/18/1992  
173-8

176.  
N 83.2740" W

S 1° 28' 50" E 173.82'



**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS  
OFFICE  
845-563-4615**

**MEMORANDUM**

**TO: LARRY REIS, COMPTROLLER**  
**FROM: MYRA MASON, SECRETARY TO THE ZONING BOARD**  
**DATE: MAY 31, 2006**  
**SUBJECT: ESCROW REFUND**

**PLEASE ISSUE A CHECK IN THE AMOUNT OF \$ 165.10 TO CLOSE OUT  
ESCROW FOR:**

**ZBA FILE #06-10**

**NAME & ADDRESS:**

**Neil Schlesinger  
420 Station Road  
Rock Tavern, NY 12575**

**THANK YOU,**

**MYRA**

**L.R.05-31-06**





**TOWN OF NEW WINDSOR**  
**ZONING BOARD OF APPEALS**  
**RECORD OF CHARGES & PAYMENTS**



FILE #06-10      TYPE: AREA      TELEPHONE: 582-1184

**APPLICANT:**

Neil Schlesinger  
420 Station Road  
Rock Tavern, NY 12575

RESIDENTIAL:	\$ 50.00	CHECK # <u>9303</u>
COMMERCIAL	\$ 150.00	CHECK # _____
INTERPRETATION	\$ 150.00	CHECK # _____

ESCROW:      RESIDENTIAL \$300.00      CHECK # 9304



<u>DISBURSEMENTS:</u>		<u>MINUTES</u>	<u>ATTORNEY</u>
		<u>\$7.00 / PAGE</u>	<u>FEE</u>

PRELIMINARY:	<u>3</u>	PAGES	\$ <u>21.00</u>	\$ <u>35.00</u>
2 <sup>ND</sup> PRELIMINARY:	—	PAGES	\$ _____	\$ _____
PUBLIC HEARING:	<u>4</u>	PAGES	\$ <u>28.00</u>	\$ <u>35.00</u>
PUBLIC HEARING:	—	PAGES	\$ _____	\$ _____

LEGAL AD: Publish Date: 3/24/06      \$ 15.90

TOTAL:      \$ 64.90      \$ 70.00



ESCROW POSTED:      \$ 300.00  
LESS: DISBURSEMENTS:      \$ 134.90

AMOUNT DUE:      \$ \_\_\_\_\_

REFUND DUE:      \$ 165.10

Cc:

L.R. 05-31-06

March 13, 2006

11

NEIL\_SCHLESINGER\_(06-10)

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Mr. Neil Schlesinger appeared before the board for this proposal.

MS. GANN: Request for 3,770 sq. ft. minimum lot area for single family home on Station Road in an R-1 zone.

MR. SCHLESINGER: Good evening, my name is Neil Schlesinger, I own a piece of property on Station Road, Town of New Windsor and the piece of property is located in the R-1 zone and I'd like to build a house on it. The zoning was changed two years ago, 2 1/2 years ago, required zoning is 80,000 square foot, I'm short 3,770 feet approximately, well, 3,770 feet and that's why I'm before you tonight.

MS. LOCEY: So the lot is just a little bit smaller than what the existing zoning requires?

MR. SCHLESINGER: Yes.

MR. LUNDSTROM: How long have you owned the parcel of land?

MR. SCHLESINGER: Twenty-three years.

MR. LUNDSTROM: This is the first time you're thinking of putting a dwelling on it?

MR. SCHLESINGER: No, we've been thinking about it but just was a little late in making the application before the zoning changed.

MS. GANN: How large will the new home be, Neil?

MR. SCHLESINGER: About 2,200 square feet.

MS. LOCEY: Am I right, Mike, that the lot itself is just somewhat smaller, doesn't have anything to do with

any front yard setbacks?

MR. SCHLESINGER: No, we'll be able to conform with everything with the exception of the 80,000 square foot lot size.

MR. BABCOCK: The lot area in this zone was one acre and it went from one acre to 80,000 square feet which is just under two acres.

MS. GANN: Will there be substantial vegetation being taken down to build the house?

MR. SCHLESINGER: No, everything will be taken care of prior to that.

MR. BABCOCK: Well, I mean, it's not enough to make sure that there's a spot for a house so there's, it's on an area where it's wooded, house, driveway and some lawn, I'm sure.

MS. LOCEY: All other zoning requirements can be achieved?

MR. SCHLESINGER: Absolutely everything will be conforming with the exception of this size of the lot.

MR. LUNDSTROM: So basically when you first bought the lot, the zoning was 1 acre?

MR. SCHLESINGER: That's correct.

MR. LUNDSTROM: This plot plan shows it's 1.75 so it's increased to a little bit under 2, so it's not that much.

MR. SCHLESINGER: That's correct.

MS. GANN: The home is it similar in size to other homes in the area?

MR. SCHLESINGER: There's new homes in the area that are significantly larger.

MS. GANN: But in your opinion it fits into the--

MR. SCHLESINGER: Absolutely, sure.

MS. GANN: Does it go over any easements that you know of?

MR. SCHLESINGER: None.

MS. GANN: Any other questions? I'll accept a motion.

MS. LOCEY: I will offer a motion to schedule a public hearing on the application of Neil Schlesinger regarding his request for a 3,770 square foot minimum lot area for a single-family home on Station Road in an R-1 zone.

MR. LUNDSTROM: Madam Chairman, I will second that motion.

ROLL CALL

MR. LUNDSTROM	AYE
MS. LOCEY	AYE
MS. GANN	AYE

NEIL SCHLESINGER (06-10)

Mr. Neil Schlesinger appeared before the board for this proposal.

MR. KANE: Request for 3,700 sq. ft. minimum lot area for single family home on station road. Tell us what you want to do, sir.

MR. SCHLESINGER: I have a piece of property that's 76,230 feet, we're in an R-1 zone which requires an 80,000 square foot piece of property for an approved building lot so in essence what we're doing is asking you for a variance of 3,770 feet. And I know that there's people in the audience that have received letters and for their benefit so that they understand exactly we're not trying to build a house on 3,770 square feet, the requirement is 80,000 and we're just short a little bit.

MR. KANE: Right, the proposed dwelling is not going to need any variances for property lines or anything like that?

MR. SCHLESINGER: No.

MR. KANE: All we need to worry about is lot area?

MR. SCHLESINGER: Right.

MS. GANN: How large is the proposed structure going to be?

MR. SCHLESINGER: Total house would probably be 2,500 square feet.

MR. KRIEGER: How does that compare with the houses around it?

MR. SCHLESINGER: Smaller.

MS. LOCEY: You said it will meet all the setback requirements?

MR. SCHLESINGER: Yes, absolutely.

MR. KANE: Creating water hazards or runoffs with the building of the home?

MR. SCHLESINGER: No, on the contrary.

MR. KANE: And cutting down substantial vegetation or trees?

MR. SCHLESINGER: There was trees removed but there's at least 20 foot buffer of trees left on the balance.

MR. KANE: We'll hold it at this point and ask if there's anybody in the audience for this hearing? Nobody's here. Nobody cares. So we'll close the public portion of the hearing and ask Myra how many mailings.

MS. MASON: On March 23, I mailed out 10 envelopes and had no response.

MR. LUNDSTROM: May I ask for an interpretation of this plot plan? Which of the buildings are you proposing on putting up, which ones are there already?

MR. SCHLESINGER: I have a blow-up to make it easier, this is the piece that we're talking about right here.

MR. LUNDSTROM: I was thinking it might have been the bottom portion.

MR. SCHLESINGER: That's why I brought in the blow-up and pretty much speaks for itself, there's stone wall here, stone wall here, this is Station Road, as a matter of fact, we cleared some trees which made the

sight distance for the driving a lot better.

MR. KANE: Neil, can you show them that?

MR. SCHLESINGER: Sure.

MR. LUNDSTROM: You have not yet identified where on the parcel of land you plan on putting the building?

MS. MASON: On the top part.

MR. LUNDSTROM: Okay.

MR. KANE: That's why I asked before there's no variances needed for property lines or anything.

MR. KRIEGER: Those stone walls are existing now on the boundary lines?

MR. SCHLESINGER: Yes.

MR. KANE: Further questions? I'll accept a motion.

MS. LOCEY: I will offer a motion to grant the request of Neil Schlesinger for 3,770 square foot minimum lot area for a single-family home on Station Road in an R-1 zone.

MR. TORPEY: Second the motion.

ROLL CALL

MS. GANN	AYE
MR. LUNDSTROM	AYE
MS. LOCEY	AYE
MR. TORPEY	AYE
MR. KANE	AYE

MR. KANE: That's about a 5 percent increase for a variance, it's about 5 percent of the total?

April 10, 2006

32

MR. SCHLESINGER: Less than that, we're going 7, I'd say closer to 4 but no more than 5.

MR. KANE: I just wanted to get that in the record.

MR. SCHLESINGER: That's correct, yes.





# THE SENTINEL

P.O. BOX 406  
VAILS GATE, NY 12584

## Invoice

Date	Invoice #
4/11/2006	7543

Bill To
TOWN OF NEW WINDSOR 555 UNION AVE NEW WINDSOR, NY 12553

**RECEIVED**

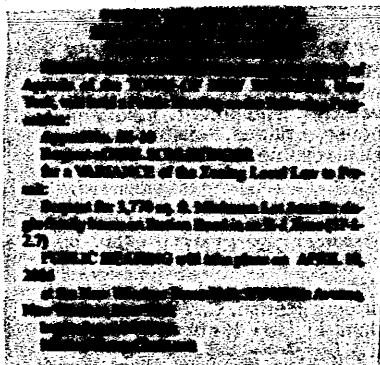
APR 20 2006

TOWN OF NEW WINDSOR  
CONTROLLER'S OFFICE

P.O. No.	Terms	Project
44336	Due on receipt	

Issue Date	Description	PCS/Units	Amount
3/24/2006	LEGAL ADS: APPEAL NO. 06-10 2 AFFIDAVITS	7.90 8.00	7.90 8.00
		<b>Total</b>	\$15.90

VISA, MASTERCARD, AMERICAN EXPRESS PAYMENTS ACCEPTED, CALL (845)  
562-1218



State of New York

County of Orange, ss:

Lucas Ladlee being duly

sworn disposes and says that he is The

Supervisor of Legal Dept. of the E.W. Smith

Publishing Company; Inc. Publisher of The

Sentinel, a weekly newspaper published and

of general circulation in the Town of New

Windsor, Town of Newburgh and City of

Newburgh and that the notice of which the

annexed is a true copy was published 1x

in said newspaper, commencing on

the 24 day of Mar. A.D., 2006

and ending on the 24 day of Mar.

A.D. 2006

*Lucas W. Ladlee*

Subscribed and shown to before me

this 13<sup>th</sup> day of April, 2006

*Deborah Green*

Notary Public of the State of New York

County of Orange.

DEBORAH GREEN  
Notary Public, State of New York  
Qualified in Orange County  
# 4934055  
Commission Expires July 15, 2007

My commission expires \_\_\_\_\_

ZBA #06-10 application Fee

Town of New Windsor  
555 Union Avenue  
New Windsor, NY 12553  
(845) 563-4611

**RECEIPT**  
**#216-2006**

03/17/2006

Schlesinger, Neil

Received \$ 50.00 for Zoning Board Fees, on 03/17/2006. Thank you for  
stopping by the Town Clerk's office.

As always, it is our pleasure to serve you.

**Deborah Green**  
Town Clerk



# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4631  
Fax: (845) 563-3101

## Assessors Office

March 17, 2006

Neil Schlesinger  
420 Station Road  
Rock Tavern, NY 12575

Re: 57-1-2.7

ZBA#: 03-10 (10)

Dear Mr. Schlesinger:

According to our records, the attached list of property owners are within five hundred (500) feet of the above referenced property.

The charge for this service is \$25.00, paid in full with your deposit of \$25.00.

Sincerely,

J. Todd Wiley, IAO  
Sole Assessor

JTW/tmp  
Attachments

CC: Myra Mason, Zoning Board

52-1-17  
Mark & Teri Johnson  
461 Station Road  
Rock Tavern, NY 12575

52-1-18  
Peter & Joan Kean  
1 Brittany Terrace  
Rock Tavern, NY 12575

54-1-46.21  
Kenneth Bowman  
434 Station Road  
Rock Tavern, NY 12575

54-1-49  
Barbara Bellinger  
467 Station Road  
Rock Tavern, NY 12575

54-1-52.11  
Robert & Maryann Wagner  
440 Station Road  
Rock Tavern, NY 12575

57-1-2.2  
Matthew & Katherine Barbero  
4 Wyllys Court  
Rock Tavern, NY 12575

57-1-2.3  
Carol Ann & Edward Reynolds, Jr.  
10 Wyllys Court  
Rock Tavern, NY 12575

57-1-96.11  
Paul & Joann Babcock  
11 Babcock Lane  
Rock Tavern, NY 12575

57-1-96.221  
Kenneth Babcock  
17 Babcock Lane  
Rock Tavern, NY 12575

57-1-125.1  
Stephen & Carmen Babcock  
30 Tall Oaks View  
Rock Tavern, NY 12575



RESULTS OF Z.B.A. MEETING OF: April 10, 2006

PROJECT: Neil Schlesinger ZBA # 06-10  
P.B.#

**P.B.#** \_\_\_\_\_

**USE VARIANCE:      NEED: EAF \_\_\_\_\_ PROXY \_\_\_\_\_**

LEAD AGENCY: M)\_\_\_\_S)\_\_\_\_ VOTE: A\_\_\_\_N\_\_\_\_

GANN \_\_\_\_\_  
LUNDSTROM \_\_\_\_\_  
LOCEY \_\_\_\_\_  
TORPEY \_\_\_\_\_  
KANE \_\_\_\_\_

CARRIED: Y\_\_\_\_\_N\_\_\_\_\_

**PUBLIC HEARING: M)\_\_\_\_\_ S)\_\_\_\_\_ VOTE: A\_\_\_\_ N\_\_\_\_\_**

GANN \_\_\_\_\_  
LUNDSTROM \_\_\_\_\_  
LOCEY \_\_\_\_\_  
TORPEY \_\_\_\_\_  
KANE \_\_\_\_\_ CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_

**NEGATIVE DEC:** M) \_\_\_\_\_ S) \_\_\_\_\_ VOTE: A \_\_\_\_\_ N \_\_\_\_\_

GANN \_\_\_\_\_  
LUNDSTROM \_\_\_\_\_  
LOCEY \_\_\_\_\_  
TORPEY \_\_\_\_\_  
KANE \_\_\_\_\_ CARRIED: Y N

**APPROVED: M)\_\_\_\_\_S)\_\_\_\_\_ VOTE: A\_\_\_\_\_N\_\_\_\_\_**

GANN \_\_\_\_\_  
LUNDSTROM \_\_\_\_\_  
LOCEY \_\_\_\_\_  
TORPEY \_\_\_\_\_  
KANE \_\_\_\_\_ CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_

**ALL VARIANCES - PRELIMINARY APPEARANCE:**

**SCHEDULE PUBLIC HEARING:** M)\_\_\_ S)\_\_\_ VOTE: A\_\_\_ N\_\_\_

GANN \_\_\_\_\_  
LUNDSTROM \_\_\_\_\_  
LOCEY \_\_\_\_\_  
TORPEY \_\_\_\_\_  
KANE \_\_\_\_\_

**CARRIED:** Y \_\_\_\_\_ N \_\_\_\_\_

**PUBLIC HEARING:** STATEMENT OF MAILING READ INTO MINUTES ✓  
**VARIANCE APPROVED:** M) L O S) T a VOTE: A 5 N O.

GANN	A
LUNDSTROM	A
LOCEY	A
TORPEY	A
KANE	A

**CARRIED: Y ✓ N     .**

[illegible]

**AFFIDAVIT OF MAILING**

**ZONING BOARD OF APPEALS: TOWN OF NEW WINDSOR  
COUNTY OF ORANGE: STATE OF NEW YORK**

-----X

In the Matter of the Application for Variance of

NEIL SCHLESINGER

**AFFIDAVIT OF  
SERVICE  
BY MAIL**

#06-10

X

STATE OF NEW YORK )

) SS:

COUNTY OF ORANGE )

MYRA L. MASON, being duly sworn, deposes and says:

That I am not a party to the action, am over 18 years of age and reside at 67 Bethlehem Road, New Windsor, NY 12553.

That on the 23RD day of MARCH, 2006, I compared the 10 addressed envelopes containing the Public Hearing Notice pertinent to this case with the certified list provided by the Assessor's Office regarding the above application for a variance and I find that the addresses are identical to the list received. I then placed the envelopes in a U.S. Depository within the Town of New Windsor.

Sworn to before me this

Myra Mason  
Myra L. Mason, Secretary

23<sup>rd</sup> day of March, 2006

J. J. Gallagher  
Notary Public

JENNIFER MEAD  
Notary Public, State Of New York  
No. 01ME6050024  
Qualified In Orange County  
Commission Expires 10/30/ 2006

**PUBLIC HEARING NOTICE**  
**ZONING BOARD OF APPEALS**  
**TOWN OF NEW WINDSOR**

**PLEASE TAKE NOTICE** that the Zoning Board of Appeals of the TOWN OF NEW WINDSOR, New York, will hold a Public Hearing on the following Proposition:

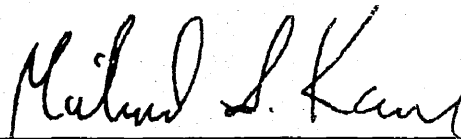
**Appeal No. 06-10**

**Request of NEIL SCHLESINGER**

**for a VARIANCE of the Zoning Local Law to Permit:**

**Request for 3,770 sq. ft. Minimum Lot Area for single family home on Station Road in an R-1 Zone (57-1-2.7)**

**PUBLIC HEARING will take place on APRIL 10, 2006**  
**at the New Windsor Town Hall, 555 Union Avenue, New Windsor, New York**  
**beginning at 7:30 P.M.**



---

**Michael Kane, Chairman**





# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4631  
Fax: (845) 563-3101

## Assessors Office

March 17, 2006

Neil Schlesinger  
420 Station Road  
Rock Tavern, NY 12575

Re: 57-1-2.7 ZBA#: 03-10 (10)

Dear Mr. Schlesinger:

According to our records, the attached list of property owners are within five hundred (500) feet of the above referenced property.

The charge for this service is \$25.00, paid in full with your deposit of \$25.00.

Sincerely,

J. Todd Wile, IAO  
Sole Assessor

JTW/tmp  
Attachments

CC: Myra Mason, Zoning Board



# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4615  
Fax: (845) 563-4689

## ZONING BOARD OF APPEALS

March 23, 2006

Neil Schlesinger  
420 Station Road  
Rock Tavern, NY 12575

SUBJECT: REQUEST FOR VARIANCE #06-10

Dear Neil:

This is just to let you know your Notices for Public Hearing were mailed out and the notice was also sent to The Sentinel Newspaper for publication. **PLEASE NOTE: The charge for publication in the Sentinel will be deducted from your escrow that was posted with your application papers.**

Your Public Hearing before the Zoning Board of Appeals for your requested variance at:

Station Road  
Rock Tavern, NY

is scheduled for the April 10<sup>th</sup>, 2006 agenda.

This meeting starts at 7:30 p.m. and is held in the Town Meeting Room at Town Hall. If you have any questions or concerns in this matter, please feel free to contact me.

Very truly yours,

---

Myra Mason, Secretary  
Zoning Board of Appeals

MLM:mlm

**TOWN OF NEW WINDSOR**  
**ZONING BOARD OF APPEALS**

**RECEIPT OF ESCROW RECEIVED:**

DATE RECEIVED: 03-13-06

FOR: **ESCROW 03-10**

FROM:

CHECK FROM:

Neil Schlesinger  
420 Station Road  
Rock Tavern, NY 12575


SAME

CHECK NUMBER: **9304**

TELEPHONE: **914 582-1184**

AMOUNT: **300.00**

RECEIVED AT COMPTROLLER'S OFFICE BY:

  
\_\_\_\_\_  
NAME

3-17-06  
\_\_\_\_\_  
DATE

PLEASE RETURN ONE SIGNED COPY TO MYRA FOR FILING

THANK YOU



RESULTS OF Z.B.A. MEETING OF: March 13, 2006

PROJECT: Neil Schlosinger ZBA # 06-10  
P.B.# \_\_\_\_\_

**P.B.#** \_\_\_\_\_

**USE VARIANCE:      NEED: EAF      PROXY**

**LEAD AGENCY:** M) \_\_\_\_\_ S) \_\_\_\_\_ VOTE: A \_\_\_\_\_ N \_\_\_\_\_

GANN \_\_\_\_\_  
LUNDSTROM \_\_\_\_\_  
LOCEY \_\_\_\_\_  
TORPEY \_\_\_\_\_  
KANE \_\_\_\_\_

CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_

**PUBLIC HEARING: M)**\_\_\_\_\_ **S)**\_\_\_\_\_ **VOTE: A**\_\_\_\_ **N**\_\_\_\_\_

GANN \_\_\_\_\_  
LUNDSTROM \_\_\_\_\_  
LOCEY \_\_\_\_\_  
TORPEY \_\_\_\_\_  
KANE \_\_\_\_\_ CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_

**NEGATIVE DEC:** M) \_\_\_\_\_ S) \_\_\_\_\_ VOTE: A \_\_\_\_\_ N \_\_\_\_\_

GANN \_\_\_\_\_  
LUNDSTROM \_\_\_\_\_  
LOCEY \_\_\_\_\_  
TORPEY \_\_\_\_\_  
KANE \_\_\_\_\_ CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_

**APPROVED: M)\_\_\_\_\_S)\_\_\_\_\_ VOTE: A\_\_\_\_\_N\_\_\_\_\_**

GANN \_\_\_\_\_  
LUNDSTROM \_\_\_\_\_  
LOCEY \_\_\_\_\_  
TORPEY \_\_\_\_\_  
KANE \_\_\_\_\_ CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_

**ALL VARIANCES - PRELIMINARY APPEARANCE:**

**SCHEDULE PUBLIC HEARING:** M) Lo S) Lu VOTE: A 3 N 0

GANN  
LUNDSTROM  
LOCEY  
TORREY  
~~JEANIE~~

CARRIED: Y ✓ N       

**PUBLIC HEARING: STATEMENT OF MAILING READ INTO MINUTES**

**VARIANCE APPROVED:**      **M)**\_\_\_ **S)**\_\_\_    **VOTE:** **A**\_\_\_ **N**\_\_\_.

**GANN** \_\_\_\_\_  
**LUNDSTROM** \_\_\_\_\_  
**LOCEY** \_\_\_\_\_  
**TORPEY** \_\_\_\_\_  
**KANE** \_\_\_\_\_

**CARRIED: Y\_\_\_\_\_N\_\_\_\_\_.**

[illegible]

**TOWN OF NEW WINDSOR**  
**REQUEST FOR NOTIFICATION LIST**

DATE: 03-13-06 PROJECT NUMBER: ZBA# 03-10 P.B. # \_\_\_\_\_

APPLICANT NAME: NEIL SCHLESINGER

PERSON TO NOTIFY TO PICK UP LIST:

Neil Schlesinger  
420 Station Road  
Rock Tavern, NY 12575

TELEPHONE: 914-582-1184

TAX MAP NUMBER: SEC. 57 BLOCK 1 LOT 2.7  
SEC. \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_  
SEC. \_\_\_\_\_ B LOCK \_\_\_\_\_ LOT \_\_\_\_\_

PROPERTY LOCATION: 420 STATION ROAD  
ROCK TAVERN, NY

THIS LIST IS BEING REQUESTED BY:

NEW WINDSOR PLANNING BOARD: \_\_\_\_\_

SITE PLAN OR SUBDIVISION: (ABUTTING AND ACROSS ANY STREET) \_\_\_\_\_

SPECIAL PERMIT ONLY: (ANYONE WITHIN 500 FEET) \_\_\_\_\_

AGRICULTURAL DISTRICT:  
(ANYONE WITHIN THE AG DISTRICT WHICH IS WITHIN 500'  
OF SITE PLAN OR SUBDIVISION PROJECT) \_\_\_\_\_

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

NEW WINDSOR ZONING BOARD XXX

LIST WILL CONSIST OF ALL PROPERTY WITHIN 500 FEET OF PROJECT XXX

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

AMOUNT OF DEPOSIT: 25.00 CHECK NUMBER: 9305

TOTAL CHARGES: \_\_\_\_\_



**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS**



**APPLICATION FOR VARIANCE**

2/28/06

Date

Application Type: Use Variance ☐ Area Variance ☐  
Sign Variance ☐ Interpretation ☐

**I. Owner Information:**

Neil Schbesinger  
(Name)

420 Station Rd  
(Address)

Phone Number: 914 582 1184  
Fax Number: ( )

Rock Tavern Ny  
12575

**II. Applicant:**

Same  
(Name)

(Address)

Phone Number: ( )

Fax Number: ( )

**III. Forwarding Address, if any, for return of escrow:** Phone Number: ( )

(Name) Same

(Address)

Fax Number: ( )

**IV. Contractor/Engineer/Architect/Surveyor/:**

Phone Number ( )  
Fax Number: ( )

(Name)

(Address)

**V. Property Information:**

Zone: R-1 Property Address in Question: 420 Station Rd  
Lot Size: 1.75 Tax Map Number: Section 57 Block 1 Lot 2.7

- a. What other zones lie within 500 feet? R-1  
b. Is pending sale or lease subject to ZBA approval of this Application? NO  
c. When was property purchased by present owner? 2003 1982  
d. Has property been subdivided previously? NO If so, When:                       
e. Has an Order to Remedy Violation been issued against the property by the  
Building/Zoning/Fire Inspector? NO  
f. Is there any outside storage at the property now or is any proposed? NO

\*\*\*\*PLEASE NOTE:\*\*\*\*

**THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF  
SUBMITTAL.**

**COMPLETE THIS PAGE ☐**

**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS**

**APPLICATION FOR VARIANCE - continued**

**VIII. AREA VARIANCE: (This information will be on your Building Department Denial form you receive)**

Area Variance requested from New Windsor Zoning Local Law,

	<u>Requirements</u>	<u>Proposed or Available</u>	<u>Variance Request</u>
Min. Lot Area	2 Acre	1.75 Acre	(.25 Acre)
<del>Min. Lot Width</del>			3,770 sq ft
Reqd. Front Yd.			
Reqd. Side Yd.			
Reqd. Rear Yd.			
Reqd. St Front*			
Max. Bldg. Hgt.			
Min. Floor Area*			
Dev. Coverage*			
Floor Area Ration**			
Parking Area			

\*Residential Districts Only

\*\*Non-Residential Districts Only

**PLEASE NOTE:**

**THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF SUBMITTAL.**

**COMPLETE THIS PAGE ☐**

**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS**

**APPLICATION FOR VARIANCE - continued**

- IX. In making its determination, the ZBA shall take into consideration, among other aspects, the benefit to the applicant if the variance is granted as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. Also, whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance; (2) whether the benefit sought by the applicant can be achieved by some other method feasible for the applicant to pursue other than an area variance; (3) whether the requested area variance is substantial; (4) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and (5) whether the alleged difficulty was self-created.

After reading the above paragraph, please describe why you believe the ZBA should grant your application for an Area Variance:

2000 change 1 1/2 years ago  
from 1 acre to 80 ft. Hardship of inability  
to approve "Buildable lot" for a defect  
amount of 3,770 sq ft

**PLEASE NOTE:**

**THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF SUBMITTAL.**



**XII. ADDITIONAL COMMENTS:**

- (a) Describe any conditions or safeguards you offer to ensure that the quality of the zone and neighboring zones is maintained or upgraded and that the intent and spirit of the New Windsor Zoning Local Law is fostered. (Trees, landscaped, curbs, lighting, paving, fencing, screening, sign limitations, utilities, drainage.)
- \_\_\_\_\_
- \_\_\_\_\_

**XIII. ATTACHMENTS REQUIRED:**

- ☐ Copy of contract of sale, lease or franchise agreement. Copy of deed and title policy.
- ☐ Copy of site plan or survey (if available) showing the size and location of the lot, buildings, facilities, utilities, access drives, parking areas, trees, landscaping, fencing, screening, signs, curbs, paving and streets within 200 ft. of the lot in question.
- ☐ Copies of signs with dimensions and location.
- ☐ Three checks: (each payable to the TOWN OF NEW WINDSOR)
- ☐ One in the amount of \$ 300.00 or 500.00 (escrow)
- ☐ One in the amount of \$ 50.00 or 150.00 (application fee)
- ☐ One in the amount of \$ 25.00 (Public Hearing List Deposit)
- ☐ Photographs of area that variances is being requested for showing relationship to property lines (5 or 6) from several angles. (IF SUBMITTING DIGITAL PHOTOS PRINTED FROM COMPUTER – PLEASE SUBMIT FOUR (4) SETS OF THE PHOTOS.)

**XIV. AFFIDAVIT.**

STATE OF NEW YORK

) SS.:

COUNTY OF ORANGE )

The undersigned applicant, being duly sworn, deposes and states that the information, statements and representations contained in this application are true and accurate to the best of his/her knowledge or to the best of his/her information and belief. The applicant further understands and agrees that the Zoning Board of Appeals may take action to rescind any variance granted if the conditions or situation presented herein are materially changed.

Sworn to before me this:

28<sup>th</sup> day of February 2006.

  
Owner's Signature (Notarized)

JENNIFER MEAD  
Notary Public, State of New York  
No. 01ME6050024  
Qualified In Orange County  
Commission Expires 10/30/2006

  
Signature and Stamp of Notary

Applicant's Signature (If not Owner)

**PLEASE NOTE:**

**THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF SUBMITTAL.**

COMPLETE THIS PAGE ☐

3/13



# TOWN OF NEW WINDSOR

555 UNION AVENUE  
NEW WINDSOR, NY 12553  
(845) 563-4615 (MYRA MASON)



## ZONING BOARD PROCEDURES

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORMS WHERE IT APPLIES TO YOUR SITUATION (LOOK FOR HIGHLIGHT IN BOX IN LOWER RIGHT CORNER OF EACH PAGE) AND RETURN TO MYRA MASON (845-563-4615) AT THE ZONING BOARD OFFICE (LOCATED IN THE PLANNING BOARD & ENGINEERING OFFICE IN TOWN HALL) WITH THREE CHECKS MADE PAYABLE TO "THE TOWN OF NEW WINDSOR" AS FOLLOWS:

### RESIDENTIAL: (Three Separate Checks Please)

APPLICATION FEE: \$ 50.00  
\*ESCROW: \$300.00  
\*\*DEPOSIT FOR PUBLIC HEARING LIST: \$ 25.00

### MULTI-FAMILY: (Three Separate Checks Please)

APPLICATION FEE: \$150.00  
\*ESCROW: \$500.00  
\*\*DEPOSIT FOR PUBLIC HEARING LIST: \$ 25.00

### COMMERCIAL: (Three Separate Checks Please)

APPLICATION FEE: \$150.00  
\*ESCROW: \$500.00  
\*\*DEPOSIT FOR PUBLIC HEARING LIST: \$ 25.00

### INTERPRETATION: (Three Separate Checks Please)

APPLICATION FEE: \$150.00  
\*ESCROW: \$500.00  
\*\*DEPOSIT FOR PUBLIC HEARING LIST: \$ 25.00

UPON RECEIPT OF ALL APPLICABLE PAPERWORK AND CHECKS, YOU WILL BE SCHEDULED FOR THE NEXT AVAILABLE AGENDA FOR YOUR "PRELIMINARY MEETING". YOU DO NOT NEED YOUR PUBLIC HEARING LIST OR ENVELOPES FOR THIS FIRST MEETING.

\*

### ESCROW

IS TO COVER OUTSIDE PROFESSIONAL FEES SUCH AS ZBA ATTORNEY FEE, MINUTES OF YOUR PORTION OF THE MEETING, LEGAL ADS, ETC. THE BALANCE WILL BE RETURNED TO YOU UPON CLOSING FILE.

\*\*

LIST OF PROPERTY OWNERS  
WITHIN 500 FT. RADIUS OF  
PROPERTY IN QUESTION:

APPROXIMATE COST FOR  
PUBLIC HEARING LIST:

1-10 NAMES	25.00
11-20 NAMES	35.00
21-30 NAMES	45.00
31-40 NAMES	55.00
41-50 NAMES	65.00
51-60 NAMES	75.00
61-70 NAMES	85.00
71-80 NAMES	95.00
81-90 NAMES	105.00
91-100 NAMES	115.00

ANYTHING OVER 100 NAMES  
IS \$1.00 EA. ADDITIONAL  
NAME

10  
06-09

## **PUBLIC HEARING LIST OF PROPERTY OWNERS**

1. UPON RECEIPT OF ALL APPLICABLE CHECKS AND PAPERWORK, YOUR APPLICATION WILL BE PROCESSED AND YOUR \$25.00 DEPOSIT WILL BE SENT TO THE ASSESSOR'S OFFICE TO ORDER YOUR LIST OF PROPERTY OWNERS WITHIN 500 FEET. **(NOTE: YOU DO NOT NEED THIS LIST OR THE ENVELOPES FOR YOUR FIRST (PRELIMINARY) MEETING. Please do not call the Assessor's Office looking for your list -- they will contact you when it is ready or if necessary, call Myra at 845-563-4615.)**
2. WHEN THE ASSESSOR'S OFFICE NOTIFIES YOU THAT YOUR PUBLIC HEARING LIST IS READY, YOU MUST COME IN AND PAY THE BALANCE DUE FOR THE LIST. (THE LIST WILL BE PREPARED ON LABELS FOR YOUR CONVENIENCE).
3. PREPARE AN ENVELOPE (self-sealing envelopes are much appreciated) FOR EACH LABEL WITH YOUR RETURN ADDRESS AND A REGULAR \$.39 STAMP. **BRING THE PREPARED ENVELOPES AND A COPY OF THE LIST TO THE ZONING BOARD SECRETARY FOR MAILING.** YOUR PUBLIC HEARING DATE WILL BE SCHEDULED AT THIS TIME.

### **NOTE:**

**IF IT IS EASIER FOR YOU, YOU CAN BRING THE ENVELOPES WITH YOU WHEN YOU PICK UP AND PAY FOR YOUR LIST. YOU CAN PUT THE LABELS ON AT THAT TIME AND BRING THEM TO THE ZBA OFFICE FOR COMPLETION.**

### **NOTE:**

THE ZBA MEETS ON THE 2<sup>ND</sup> AND 4<sup>TH</sup> MONDAY OF EACH MONTH UNLESS A HOLIDAY FALLS ON THAT DATE.